

**CERTIFICATE OF  
PUBLIC CONVENIENCE  
AND NECESSITY (CPCN)**

affix label here

**CALENDAR YEAR 2013**

**ANNUAL REPORT FOR  
SOLID WASTE  
COLLECTORS**

**DUE JUNE 1, 2014**

## **2013 ANNUAL CPCN REPORT**

Re: CPCN Annual Report for Calendar Year 2013 (due June 1, 2014)

Dear CPCN Holder:

Enclosed is the 2013 SOLID WASTE ANNUAL REPORT. This report is due by June 1, 2014. **You are required to file this report even if there was no activity during calendar year 2013.**

Any company or individual who holds a Certificate of Public Convenience and Necessity (CPCN) **must file an Annual Report even if you have discontinued service during calendar year 2013.** Failure to file a completed Annual Report will result in penalties and must result in the loss of your CPCN in accordance with N.J.A.C. 7:26H-5.15(b)1.

The Annual Report and Gross Operating Revenue Statement HAS BEEN UPDATED. Retain one complete copy for your files.

If the CPCN holder conducted business for less than entire calendar year 2013, the beginning and the end of the time operating must be clearly stated on the cover of this form and throughout the report where the year of the period is required to be stated. The report is due no later than June 1, 2014.

An incomplete or blank report **will not** be considered acceptable. If the question is not applicable please indicate by noting "N/A". Please write your SW number on all pages as indicated and attach and label any additional sheets are required.

The Annual Report must be filed in the solid waste utility's certificate name as shown on the CPCN and must be **SIGNED and NOTARIZED**. It is recommended that Certified Mail be used with return receipt. *No waivers or the statutory penalty for the late filing of the annual report will be granted without proof of certified mail.*

Once your Annual Report is reviewed, verified and approved by NJDEP, the **Division of Taxation will mail an invoice (billed) directly to you** in the appropriate amount of your annual assessment. This assessment is calculated at the rate of  $\frac{1}{4}$  of 1% of your reported gross operating revenue with a \$600-minimum. Please submit payment promptly.

Only if the holder no longer requires a CPCN, please fill out the attached Notice of Surrender form and mail as directed. Otherwise, the Notice of Surrender may be discarded.

Should you have any questions concerning the Annual Report, please call Joseph Nalbone at (609) 633-8159.

NJDEP Planning & Licensing

## **TABLE OF CONTENTS**

**Page #**

### **Information**

Reportable and Non Reportable Waste Types .....	ii
New Jersey Administrative Code Waste Types and Definitions .....	iii
Customer Bill of Rights .....	iv

### **Annual Report**

Company Information .....	1
Insurance Cover (Workman's Compensation) .....	2
Vehicle Information .....	2
Brokers Service .....	2
Company and Officer Judgments and Liens .....	3
Disposal Information .....	4
Related Companies .....	5
Customer Service Area Inventory and Tariff Information .....	6
Tariff Update .....	7-10
Gross Operating Revenue By County .....	11
Gross Operating Revenue Expense Statement .....	12

### **Certifications and Verification**

Customer Bill of Rights Certification .....	13
Customer List Certification .....	13
Verification and Oath for 2013 Annual Report Filing .....	14
Certification for Claiming Zero Gross Operation Revenue .....	15

### **Other**

Reminders and Checklist .....	16
Notice of Surrender <b><u>(Required only if you are surrendering your CPCN)</u></b> .....	last

## **REPORTABLE AND NON REPORTABLE WASTE TYPES**

The Gross Operating Revenue generated from the collection of Solid Waste in New Jersey is required to be reported in the "Collector Utilities Annual Report" see next page labeled **NEW JERSEY ADMINISTRATIVE CODE:**

### **Reportable Waste-Gross Operating Revenue:**

- ID 10 Municipal (household, commercial and institutional)
- ID 12 Dry Sewage Sludge
- ID 13 Bulky Waste
- ID 13C Construction and demolition waste
- ID 23 Vegetative waste
- ID 25 Animal and food processing waste
- ID 27 Dry industrial waste
- ID 27A Waste material consisting of asbestos or asbestos containing waste
- ID 27I Waste consisting of incinerator ash or ash containing waste

### **NON REPORTABLE GROSS OPERATING REVENUE:**

- ID 72 Bulk liquid and semi-liquids
- ID 73 Septic tank clean-out wastes
- ID 74 Liquid sewage sludge
- Grease Trap Waste disposed at sewage treatment plant
- Port-O-Potties
- Waste not originating in New Jersey
- Waste collected from a transfer station & transported & disposed of out-of-state
- Recyclable material hauled to a recyclable facility
- Waste generated as a result of a company's own business (self-generators)
- Waste hauled into New Jersey but not collected in New Jersey
- Hazardous Waste

## **NEW JERSEY ADMINISTRATIVE CODE N.J.A.C. 7:26-2:13**

**(g)** Waste identification and definition of solids includes the following:

1. Solid wastes; waste ID number and definitions:

- i. 10 Municipal (household, commercial and institutional): Waste originating in the community consisting of household waste from private residences, commercial waste which originates in wholesale, retail or service establishments, such as, restaurants, stores, markets, theatres, hotels and warehouses, and institutional waste material originated in schools, hospitals, research institutions and public buildings.
- ii. 12 Dry sewage sludge: Sludge from a sewage treatment plant which has been digested and dewatered and does not require liquid handling equipment.
- iii. 13 Bulky waste: Large items of waste material, such as appliances and furniture. Discarded automobiles, trucks and trailers and large vehicle parts, and tires are included under this category.
- iv. 13C Construction and demolition waste: Waste building material and rubble resulting from construction, remodeling, repair, and demolition operations on houses, commercial buildings, pavements and other structures. The following materials may be found in construction and demolition waste: treated and untreated wood scrap; tree parts, tree stumps and brush; concrete, asphalt, bricks, blocks and other masonry; plaster and wallboard; roofing materials; corrugated cardboard and miscellaneous paper; ferrous and non-ferrous metal; non-asbestos building insulation; plastic scrap; dirt; carpets and padding; glass (window and door); and other miscellaneous materials; but shall not include other solid waste types.
- v. 23 Vegetative waste: Waste materials from farms, plant nurseries and greenhouses that are produced from the raising of plants. This waste includes such crop residues as plant stalks, hulls, leaves and tree wastes processed through a wood chipper. Also included are non-crop residues such as leaves, grass clippings, tree parts, shrubbery and garden wastes.
- vi. 25 Animal and food processing wastes: Processing waste materials generated in canneries, slaughterhouses, packing plants or similar industries, including animal manure when intended for disposal and not reuse. Also included are dead animals. Animal manure, when intended for reuse or composting, is to be managed in accordance with the criteria and standards developed by the Department of Agriculture as set forth at N.J.S.A. 4:9-38.
- vii. 27 Dry industrial waste: Waste materials resulting from manufacturing, industrial and research and development processes and operations, and which are not hazardous in accordance with the standards and procedures set forth at 7:26G. Also included are nonhazardous oil spill cleanup waste, dry nonhazardous pesticides, dry nonhazardous chemical waste, and residue from the operations of a scrap metal shredding facility.
- viii. 27A Waste material consisting of asbestos or asbestos containing waste.
- ix. 27I Waste material consisting of incinerator ash or ash containing waste.

**(h)** Waste identification and definition of liquids include the following:

1. Liquid wastes; waste ID number and definitions:

- i. 72 Bulk liquid and semiliquids: Liquid or a mixture consisting of solid matter suspended in a liquid media which is contained within, or is discharged from, any one vessel, tank or other container which has the capacity of 20 gallons or more. Not included in this waste classification are septic tank clean-out wastes and liquid sewage sludge.
- ii. 73 Septic tank clean-out wastes: Pumpings from septic tanks and cesspools. Not included are wastes from a sewage treatment plant.
- iii. 74 Liquid sewage sludge: Liquid residue from a sewage treatment plant consisting of sewage solids combined with water and dissolved materials.

## CUSTOMER BILL OF RIGHTS N.J.A.C. 7:26H-5.12

- (a) Collection utilities shall comply with all customer bill of rights provisions identified in (c) below.
- (b) At least once each year, every solid waste collector shall notify its customers that solid waste collection services in this State are available on a competitive basis and include with that notice a copy of a customer bill of rights.
- (c) The customer bill of rights shall set forth the following information:
  - 1. A commercial, industrial or institutional customer has the right to select their solid waste collector on a competitive basis and to discontinue service at any time, unless contractually obligated by a service agreement, provided that the collector is provided with a minimum of seven days' written notice;
  - 2. Residential customers who are responsible for hiring their own collection service have the right to select their solid waste collector on a competitive basis and to discontinue service at any time, provided the collector is given seven days written notice;
  - 3. The solid waste collector shall provide collection service in the service territories listed in its tariff;
  - 4. A statement that the solid waste collector's tariff showing terms and conditions is available for review at the Department and that a complete list of solid waste collectors registered to provide service in their service territory is available from the Division of Solid and Hazardous Waste;
  - 5. The solid waste collector shall handle customer complaints in a prompt, courteous, and efficient manner and that in the event a solid waste collector fails to pick up solid waste on a regularly scheduled day and such failure is not caused by an act or omission of the customer, the collector shall make the pick up as soon as possible, but in no event shall it be later than the next regularly scheduled collection day. Should a collector fail to pick up solid waste from a commercial, industrial or institutional customer on two consecutive collection days, and such failure is not caused by an omission or act of the customer, the customer may cancel any service agreement or contract with the collector;
  - 6. The solid waste collector shall remove and transport solid waste in an environmentally sound manner that safeguards the public health and preserves the quality of the environment;
  - 7. The solid waste collector shall notify its customers in writing at least 10 days prior to any increase or decrease in rates;
  - 8. The solid waste collector shall provide ten days' written notice to the customer prior to the discontinuation of service. A collector may discontinue service for nonpayment of bills provided it gives the customer at least ten days for payment of the bill before issuing the ten day notice of discontinuing service;
  - 9. Where solid waste collection service is provided in containers or other equipment supplied by the solid waste collector, and the service is discontinued either by the solid waste collector or the customer, the solid waste collector shall be required to remove its container or other equipment from the customer's premises within three days of the effective date of discontinuance regardless of the status of the account;
  - 10. The Department is available to resolve service or pricing issues and disputes and the solid waste collector shall not terminate service for non-payment of disputed charges during a Department investigation;
  - 11. The customer may make partial payments on collection service and disposal fees without risk of additional charges, penalties or disruption of service on the unresolved amount of a service or pricing issue or dispute and/or disputes forwarded to the Department for resolution;
  - 12. If a customer will be absent from their residence or business for at least 30 days, the customer may request suspension of solid waste collection services and billing for that period without charge;
  - 13. The collector is responsible for assisting the customer in the selection of the most favorable service to meet the customer's needs at the most reasonable rate;
  - 14. In the event of inclement weather when operation of a solid waste vehicle would pose a threat to the safety of the public and/or the equipment and personnel of the collection company, pick up shall be made no later than the next regularly scheduled day. In those cases where collection is made on a once per week basis, pick up shall be made as soon as weather permits;
  - 15. A solid waste collector shall transmit copies of any notice of discontinuance of service to the Department at the same time it is transmitted to the customer
  - 16. Solid waste services contracts or agreements shall not include any clause which calls for an automatic renewal of the contract or agreement. The automatic renewal clause of any existing contract shall be considered void.
  - 17. Solid waste collection utilities shall display their name, as it appears on their Certificate of Public Convenience and Necessity, and any "trading as name" on all vehicles and containers.
- (d) Every solid waste collector shall certify to the Department that each customer was provided with a customer bill of rights as required pursuant to (a) above. The certification shall be as follows: "I certify under penalty of law that I have notified each of my customers at least once this year that solid waste collection services in this State are available on a competitive basis as provided in the customer bill of rights and that I have provided each of my customers with a copy of the customer bill of rights in the form set forth at N.J.A.C. 7:26H-5.12 (b). I am aware that there are penalties for failing to comply with the provisions of these regulations, including the possibility of a fine. I understand that, in addition to penalties, I will be responsible for penalties as set forth as N.J.S.A. 48:13A-12 and that violating any provision of these regulations may be grounds for suspension or revocation of any certificate of public convenience and necessity for which I may now hold."

SW \_\_\_\_\_

## **2013 CPCN ANNUAL REPORT - FOR COLLECTORS**

**PLEASE FILL IN ALL INFORMATION BELOW:**

TODAY'S DATE: \_\_\_\_\_

1. NAME OF COMPANY: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE ZIP \_\_\_\_\_

BILLING/MAILING ADDRESS: (☐CHECK HERE IF SAME AS ABOVE):

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

2. LIST OFFICERS AND EQUITY HOLDERS:

Name: _____	Title _____	Equity _____
-------------	-------------	--------------

Name: _____	Title _____	Equity _____
-------------	-------------	--------------

Name: _____	Title _____	Equity _____
-------------	-------------	--------------

☐ Check here if additional pages are attached

3. NAME OF PERSON COMPLETING THIS FORM: \_\_\_\_\_

RELATIONSHIP TO BUSINESS: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

**PLEASE FILL IN EACH QUESTION ACCURATELY OR MARK N/A IF NOT APPLICABLE**

SW \_\_\_\_\_

4. WORKMAN COMPENSATION INSURANCE FOR YOUR BUSINESS:

Please provide the following information **FOR THE BUSINESS (NOT EQUIPMENT)**:

Name of Provider (*Insurance Company Name*): \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Agent's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Policy Number: \_\_\_\_\_

5. VEHICLE INFORMATION FOR YOUR WASTE TRANSPORTATION EQUIPMENT:

Please provide the number of solid waste vehicles owned and operated by the CPCN holder.

\_\_\_\_\_ NOT APPLICABLE (NO EQUIPMENT)  
\_\_\_\_\_ CABS (does not hold waste)  
\_\_\_\_\_ CONTAINERS  
\_\_\_\_\_ SINGLE UNIT VEHICLES (eg. roll offs, pickup trucks, vans)  
\_\_\_\_\_ TRAILERS

6. DOES YOUR COMPANY USE A SOLID WASTE BROKER SERVICE? ☐ NO ☐ YES: You must provide the information below for EACH COMPANY (label and attach a separate page if necessary):

Name of Broker: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Broker's CPCN number: SW \_\_\_\_\_

Name of Broker: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Broker's CPCN number: SW \_\_\_\_\_

☐ Check here if additional pages are attached



SW \_\_\_\_\_

7. DOES YOUR COMPANY HAVE ANY CURRENT OR OUTSTANDING JUDGMENTS AND/OR LIENS?   ☐ NO   ☐ YES: You must provide the information below for EACH (label and attach a separate page if necessary):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Provide a brief description: \_\_\_\_\_

☐ Check here if additional pages are attached

8. DO ANY PRINCIPALS OF THE COMPANY HAVE ANY CURRENT OR OUTSTANDING JUDGMENTS AND/OR LIENS?   ☐ NO   ☐ YES: You must provide the information below for EACH (label and attach a separate page if necessary):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Provide a brief description: \_\_\_\_\_

☐ Check here if additional pages are attached

9. HAS ANY EMPLOYEE, ASSOCIATE, OFFICER OR EQUITY HOLDER HAD THEIR SOLID WASTE OPERATING AUTHORITY REVOKED OR SUSPENDED IN NEW JERSEY OR NEW YORK?   ☐ NO   ☐ YES: You must provide the name and details concerning this revocation or suspension (label and attach a separate page if necessary):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

State(s) the revocation or suspension occurred: \_\_\_\_\_

Provide a brief description: \_\_\_\_\_

☐ Check here if additional pages are attached

SW \_\_\_\_\_

**DISPOSAL INFORMATION**

Please provide the information below for each disposal facility used by your company for calendar year 2013:

Name and Address of Disposal Facilities Used During 2013	Waste Type	Total Tons Disposed at Facility	Total Amount of Disposal Fee Paid to Facility	County Origin of Waste	Total Tons Picked up in County	Average Drivers Wages (Hourly)	Gross Revenue

PLEASE FILL IN EACH QUESTION ACCURATELY OR MARK N/A IF NOT APPLICABLE

SW \_\_\_\_\_

**RELATED COMPANIES**

List all of the respondent's related companies that operate in New Jersey and any related out-of-state disposal facility where New Jersey solid waste is sent. **Please include related collection companies, disposal facilities, truck leasing companies or real estate leasing companies.**

COMPANY NAME AND ADDRESS	TYPE OF SERVICE RELATED COMPANY PERFORMS	TOTAL FEE PAID TO RELATED COMPANY DURING 2013

**PLEASE FILL IN EACH QUESTION ACCURATELY OR MARK N/A IF NOT APPLICABLE**

SW \_\_\_\_\_

**CUSTOMER SERVICE AREA INVENTORY**

PURSUANT TO N.J.A.C. 7:26 H -5.9, Please copy this form and submit a form for EACH COUNTY in which the company collects solid waste. The number of customers should match with the amount of monies collected with the county on Page 11

\_\_\_\_\_ COUNTY (LIST ONLY 1 COUNTY PER PAGE)  
County Name

1. Number of Scheduled Residential Customers: \_\_\_\_\_ (Not from Municipal Contracts)
2. Number of Scheduled Commercial Customers: \_\_\_\_\_
3. Number of Scheduled Industrial Customers: \_\_\_\_\_
4. Number of ON-CALL/ONE TIME Customers: \_\_\_\_\_
5. List all municipalities in this county, for which you have Municipal/Residential contracts and the approximate number of customers per municipality:

Municipality	Approximate Number of Customers
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**SOLID WASTE COLLECTORS TARIFF SUBMISSION**

N.J.A.C 7:26H-4.2(a) requires all solid waste collection and disposal utilities shall file tariff with the Department, on forms provided by the Department, and shall keep a copy of all tariffs open to public inspection on the premises of the utility or at the office of a designated agent. Tariffs must show the service area, standard terms and conditions, and all general privileges and franchises granted. The tariffs shall be available during business hours, and shall be produced on demand for any Department official, local government official or any person for examination during normal business hours. **IF A TARIFF IS NOT SUBMITTED, THIS ANNUAL REPORT WILL BE CONSIDERED ADMINISTRATIVELY INCOMPLETE**

6. Please submit an updated tariff for all solid waste collection services you provide. A Tariff Update follows:

**PLEASE FILL IN EACH QUESTION ACCURATELY OR MARK N/A IF NOT APPLICABLE**

SW \_\_\_\_\_

**TARIFF APPLICATION/UPDATE OF EXISTING TARIFF (2013)**

This Tariff contains the terms and conditions and schedules of rates governing the services furnished by a public utility and holder/applicant of a Certificate of Public Convenience and Necessity for the collection of solid waste.

**PLEASE FILL IN ALL INFORMATION BELOW:**

**1. INFORMATION**

NAME OF COMPANY: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE ZIP \_\_\_\_\_

BILLING/MAILING ADDRESS: (☐CHECK HERE IF SAME AS ABOVE):

STREET ADDRESS: \_\_\_\_\_

CITY, STATE ZIP \_\_\_\_\_

OFFICE TELEPHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

NAME OF REGISTERED AGENT: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE ZIP \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

**PLEASE FILL IN EACH QUESTION ACCURATELY OR MARK N/A IF NOT APPLICABLE**

SW \_\_\_\_\_

## 2. TERRITORY SERVED

Solid waste collection services provided by this solid waste utility as set forth in this document and are in the counties of: (check all that apply)

- |   |                                     |                                   |
|---|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> All Counties in New Jersey | <input type="checkbox"/> Gloucester | <input type="checkbox"/> Passaic  |
| <input type="checkbox"/> Atlantic                   | <input type="checkbox"/> Hudson     | <input type="checkbox"/> Salem    |
| <input type="checkbox"/> Bergen                     | <input type="checkbox"/> Hunterdon  | <input type="checkbox"/> Somerset |
| <input type="checkbox"/> Burlington                 | <input type="checkbox"/> Mercer     | <input type="checkbox"/> Sussex   |
| <input type="checkbox"/> Camden                     | <input type="checkbox"/> Middlesex  | <input type="checkbox"/> Union    |
| <input type="checkbox"/> Cape May                   | <input type="checkbox"/> Monmouth   | <input type="checkbox"/> Warren   |
| <input type="checkbox"/> Cumberland                 | <input type="checkbox"/> Morris     |                                   |
| <input type="checkbox"/> Essex                      | <input type="checkbox"/> Ocean      |                                   |

By filing this Tariff Document, the Utility named above agrees to conform with all rules and regulations promulgated by the District Solid Waste Management plans and the NJ Department of Environmental Protection in accordance with N.J.S.A. 48:13A-1 et seq., and N.J.S.A. 13:1E-1 et seq.

## 3. HOURS OF OPERATION

The collection utility shall pick-up waste in accordance with the following schedule: \_\_\_\_\_

\_\_\_\_\_

The collection utility will not pick-up waste of the following holidays: \_\_\_\_\_

\_\_\_\_\_

**When a scheduled collection day occurs on a listed holiday, collection will be made on the next scheduled collection day. In those cases where collection is scheduled on one collection-per-week basis, collection will be made as soon as possible.**

## 4. METHOD OF BILLING

Please list the billing and payment procedures (example: invoicing) \_\_\_\_\_

\_\_\_\_\_

SW \_\_\_\_\_

## 5. TYPES OF SERVICE AND DETAILS

Please provide a detail list of the types of service(s), capacity of truck(s) or container(s), price and whether the dumping fee is included in price:

---

---

---

Examples:

- Dump truck service: 5 cubic yards. Price does not include dumping fee. \$550.00 per full truck load price; 412.50 per  $\frac{3}{4}$  truck load price; \$275.00 per  $\frac{1}{2}$  truck load price \$137.50 per  $\frac{1}{4}$  truck load price.
- Pick-up service/dump truck service by piece. For example: Chair \$75, couch \$150. Price includes dumping fee.
- Box truck service: 5 cubic yards, \$300 per load. This includes disposal fees.
- Pick-up truck service: 5 cubic yards, \$275 per load. This includes disposal fee.
- Pick-up truck service: 8 cubic yard, \$350 per load. This does not include disposal fee.
- Roll-off container service: 10 cubic yards, \$250 per pull plus disposal fees.
- Roll-off container service: 10 cubic yards, \$450, 20 cubic yards \$650, 30 cubic yards \$750, and 40 Cubic yards \$850. Dumping fee is included
- Flatbed service: 48 feet, \$400 plus \$1.00 per actual travels on way to disposal site. This does not include disposal fee.
- Tractor trailer service: 90-125 cubic yards, \$600 to \$70 a day. This does not include tipping fee.
- Rack body truck: 14 feet estimated \$700-\$900 per load. This does not include disposal fee.

SW \_\_\_\_\_

6. PLEASE PROVIDE YOUR SCHEDULE OF RATES IN THE APPROPRIATE CHART BELOW:

**COLLECTION TARIFF (To be completed by Collectors)**

CONTAINER SIZE	FREQUENCY OF PICK-UP	TOTAL CHARGE FOR SERVICE AND DISPOSAL
<i>Examples: 10 Yards</i>	<i>Examples: 1 X PER WEEK</i>	<i>Examples: \$450</i>
20 Yards	2 X PER WEEK	\$1,200
20 Yards	4 X PER WEEK	\$2,000



SW \_\_\_\_\_

**GROSS OPERATING REVENUE BY COUNTY**

Please provide the Gross Operating Revenues derived from all solid waste collected in and disposed in New Jersey during 2013.

**TOTAL AMOUNT COLLECTED FROM EACH COUNTY SHOULD ADD UP TO GROSS OPERATING REVENUE.**

County	2013 Gross Revenue
Atlantic	
Bergen	
Burlington	
Camden	
Cape May	
Cumberland	
Essex	
Gloucester	
Hudson	
Hunterdon	
Mercer	
Middlesex	
Monmouth	
Morris	
Ocean	
Passaic	
Salem	
Somerset	
Sussex	
Union	
Warren	

Total Gross Operating Revenue  
During Calendar Year 2013: \$ \_\_\_\_\_

**Note: Gross Operating Revenues consist of reportable revenues as described on page ii, which are derived from fees, sales and services as well as interest.**

SW \_\_\_\_\_

**GROSS OPERATING REVENUE EXPENSE STATEMENT**

Gross operating revenues derived from all SOLID WASTE collected in New Jersey during 2013.  
Amount on Pages 11 and 12 MUST MATCH \$ \_\_\_\_\_

**OPERATING EXPENSES:**

Salaries and Benefits Expenses \_\_\_\_\_

Disposal Expenses \_\_\_\_\_

Fuel and Oil Expenses \_\_\_\_\_

**OFFICE EXPENSES:**

Salaries & Benefits Expenses \_\_\_\_\_

General & Administrative Expenses \_\_\_\_\_

**TAXES :**

Payroll Tax Expenses \_\_\_\_\_

Recycling Expenses \_\_\_\_\_

Other Tax (Specify): \_\_\_\_\_

**MAINTENANCE EXPENSE:**

Salaries and Benefits Expenses \_\_\_\_\_

Rolling Equipment Expenses \_\_\_\_\_

Building and Grounds Expenses \_\_\_\_\_

**DEBT AND DEPRECIATION EXPENSE:**

Debt Expense \_\_\_\_\_

Depreciation Expense \_\_\_\_\_

**INCOME (LOSS):**

Gross Income Loss \_\_\_\_\_

Income Tax \_\_\_\_\_

**NET INCOME:**

\_\_\_\_\_

SW \_\_\_\_\_

## CERTIFICATIONS

### CUSTOMER BILL OF RIGHTS

I certify under penalty of the law that I have notified each of my Regularly Schedule Customers at least once this year that solid waste collection services in New Jersey are available on a competitive basis as provided in the Customer Bill of Rights and that I have provided each of my customers with a copy of the customer bill of rights in the form set forth at N.J.A.C. 7:26H-5.12(b).

I am aware that there are penalties for failing to comply with the provisions of these regulations, including the possibility of a fine. I understand that, in addition to penalties, I will be responsible for penalties as set forth at N.J.S.A. 48:13A-12 and that violating any provisions of these regulations may be grounds for suspension or revocation of any Certificate of Public Convenience and Necessity for which I may now hold.

I, \_\_\_\_\_ hold the title of \_\_\_\_\_ and am duly  
(NAME OF OWNER/AUTHORIZED MEMBER) (TITLE)

authorized to sign this Customer Bill of Rights on behalf of: \_\_\_\_\_  
(OFFICIAL COMPANY NAME)

\_\_\_\_\_  
Print Name of Owner/Authorized Member      Signature of Owner/Authorized Member      Today's Date

*A copy of the Customer Bill of Rights is attached for your use to distribute to your customers.*

### CUSTOMER LISTS

In accordance with N.J.A.C. 7:26H-5.9(c)1. every utility engaged in solid waste collection business in New Jersey shall submit a completed Customer List by June 30 of each year. N.J.A.C. 7:26H-5.9(c)1.i requires that the list contain all of the names and addresses for each (regularly scheduled) residential, commercial, industrial and institutional customers. (The list should be organized by municipality and sequentially numbered and set forth in numerical order by street address and the streets set forth in alphabetical order.) Additionally, the Department is requesting the frequency of service, a description of service and the rates charged.

**\*Companies are encouraged to submit customer list on electronic media when possible.**

I certify under penalty of law pursuant to N.J.A.C. 7:26H-5.9(c)1 that \_\_\_\_\_  
has no regularly scheduled customers.

I, \_\_\_\_\_ hold the title of \_\_\_\_\_ and am duly  
(NAME OF OWNER/AUTHORIZED MEMBER) (TITLE)

authorized to sign on behalf of: \_\_\_\_\_  
(OFFICIAL COMPANY NAME)

\_\_\_\_\_  
Print Name of Owner/Authorized Member      Signature of Owner/Authorized Member      Today's Date

**PLEASE FILL IN EACH QUESTION ACCURATELY OR MARK N/A IF NOT APPLICABLE**

SW \_\_\_\_\_

**VERIFICATION AND OATH FOR 2013 ANNUAL REPORT FILING**

The 2013 Solid Waste Collector Annual Report must be certified by the oath of the person responsible for the preparation of the report, also known as the "Responder".

The 2013 Solid Waste Collector Annual Report must be verified and certified by the oath of the President or another principal general officer if other than the respondent

**Oath** To be made by the person responsible for preparation of this report:

\_\_\_\_\_  
(Insert name and title of REPONDENT)

makes oath that he/she has carefully examined the said report and to the best of their knowledge and belief the entries contained in the said report have, so far as they relate to matters of account, been accurately taken from the said books of account and are in exact accordance therewith; that he/she believes that all other statements of fact contained in the said report are true, and that said report is a correct and complete statement of the business and affairs of the above named respondent during the reporting year.

\_\_\_\_\_  
(Signature of Report Preparer)

State of \_\_\_\_\_ County of \_\_\_\_\_

Sworn to and subscribed before me

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Print Name of Notary Public or Officer Authorized to Administer Oath

\_\_\_\_\_  
Signature of Notary Public or Officer Authorized to Administer Oath

My Commission expires: \_\_\_\_\_

Impression Stamp

**Supplemental Oath** To be made by the Proprietor, Partner, President or other principal officer of the utility:

\_\_\_\_\_  
(Insert name of Owner or Officer and Title)

makes oath that he/she has carefully examined the foregoing report; that he/she believes that all statements of fact contained in the said report are true, and that the said report is a correct and complete statement of the business and affairs of the above named respondent and the operations of its property during the reporting year.

\_\_\_\_\_  
(Signature of Owner or Officer)

State of \_\_\_\_\_ County of \_\_\_\_\_

Sworn to and subscribed before me

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Print Name of Notary Public or Officer Authorized to Administer Oath

\_\_\_\_\_  
Signature of Notary Public or Officer Authorized to Administer Oath

My Commission expires: \_\_\_\_\_

Impression Stamp

SW \_\_\_\_\_

**CERTIFICATION FOR COMPANIES CLAIMING ZERO GROSS OPERATION REVENUE**

The certification below should only be filed by CPCN holders that are claiming zero gross operation revenue for calendar year 2013.

**ZERO GROSS OPERATING REVENUE CERTIFICATION:**

I certify under the penalty of the law that reportable Gross Operating Revenues as described on page ii, which are derived from fees, sales, services and interest from all solid waste collected in NEW JERSEY during 2013 was ZERO dollars (\$0.00).

I also acknowledge that review of financial records of my company may be performed at any time by NJDEP to verify zero gross operating revenue.

I, \_\_\_\_\_ hold the title of \_\_\_\_\_ and am  
(NAME OF OWNER/AUTHORIZED MEMBER) (TITLE)

duly authorized to sign this Annual Report showing Zero Gross Operating Revenue on behalf

of: \_\_\_\_\_  
(OFFICIAL COMPANY NAME)

\_\_\_\_\_  
Print Name of Owner/Authorized Member

\_\_\_\_\_  
Signature of Owner/Authorized Member

\_\_\_\_\_  
Today's Date

**Provide reason(s) for reporting zero gross Annual Revenue:**

---

---

---

---

SW \_\_\_\_\_

## **REMINDERS AND CHECKLIST**

- THIS ANNUAL REPORT IS FOR COLLECTOR UTILITIES FOR CALENDAR YEAR 2013.
- ALL QUESTIONS AND PAGES MUST BE FILLED IN. DO NOT LEAVE ANY QUESTIONS/PAGES BLANK **OR THIS ANNUAL REPORT WILL BE RETURNED.** IF THE QUESTION IS NOT APPLICABLE, YOU MUST MARK AS N/A OR NONE.
- **THIS REPORT IS REQUIRED EVEN IF THERE WAS NO SOLID WASTE ACTIVITY DURING 2013**

### **CHECKLIST**

HAVE YOU:

- ☐ ANSWERED EVERY QUESTION ACCURATELY OR MARK N/A
- ☐ SIGNED ALL CERTIFICATIONS AS REQUIRED
- ☐ HAD THE OATH NOTARIZED
- ☐ RETURN THIS COMPLETED PACKAGE BEFORE JUNE 1, 2014
- ☐ COPY OF CURRENT TARIFF
- A \$5 PER DAY PENALTY FOR LATE REPORTS WILL BE ASSESSED
- THIS COMPLETE REPORT IS DUE **NO LATER THAN JUNE 1, 2014** AND MUST MAIL TO:

NJDEP-SOLID WASTE PLANNING & LICENSING  
2013 COLLECTOR UTILITIES ANNUAL REPORT  
401 EAST STATE STREET  
MAIL CODE 401-02C; P.O. BOX 420  
TRENTON, NJ 08625

*IT IS SUGGESTED THAT YOU MAIL THIS COMPLETED REPORT VIA CERTIFIED MAIL, RETURN RECEIPT AND KEEP A COPY FOR YOUR RECORD*

### **IMPORTANT ASSESSMENT REMINDER:**

Once your Annual Report is reviewed, verified and approved by NJDEP, the Division of Taxation will mail an invoice (a bill) directly to you in the appropriate amount of your annual assessment. This assessment is currently calculated at the rate of  $\frac{1}{4}$  of 1% of your reported gross operating revenue with a \$600 minimum.

ONCE YOU RECEIVE INVOICE, YOU ARE REQUIRED TO PAY YOUR ASSESSMENT PROMPTLY. PLEASE MAIL BOTH THE INVOICE AND YOUR PAYMENT DIRECTLY TO TREASURY, AT THE ADDRESS LISTED ON YOUR INVOICE.

## Notice of Surrender

**IMPORTANT NOTICE:** If your company is NO LONGER in business, please use this form to SURRENDER your CPCN, A-901 and Decals .  
Mark N/A if not applicable.

### **Surrender of CPCN, A-901 License and/or Solid Waste Transporter Decals**

**Please read carefully, and fill in all information below:**

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

I, \_\_\_\_\_, hold the title of \_\_\_\_\_  
(NAME OF OWNER/AUTHORIZED MEMBER) (TITLE)

and am duly authorized to sign this Notice of Surrender on behalf of \_\_\_\_\_  
(COMPANY NAME)

I hereby notify the New Jersey Department of Environmental Protection that I am voluntarily surrendering the Certificate of Public Convenience and Necessity, A-901 License, and all transporter decals issued to \_\_\_\_\_, effective immediately, since I no longer intend to engage in the solid  
(COMPANY NAME)  
and/or hazardous waste business in New Jersey.

I agree with this statement and am aware that I must reapply and submit a new disclosure statement in the future if I intend to re-enter the solid and/or hazardous waste business in New Jersey.

\_\_\_\_\_  
Print Name of Owner/Authorized Member

\_\_\_\_\_  
Signature of Owner/Authorized Member

\_\_\_\_\_  
Today's Date

**Please check all applicable boxes below and print the correct NUMBERS as indicated:**

Certification of Public Convenience & Necessity (CPCN)	<input type="checkbox"/> YES: SW _____	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
NJDEP Solid Waste Transporter Number (SW Hauler ID)	<input type="checkbox"/> YES: SW ID# _____	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
NJDEP Hazardous Waste Transporter Number (HW Hauler ID)	<input type="checkbox"/> YES: HW ID# _____	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
CURRENT Waste Transporter Decals*	<input type="checkbox"/> YES*: # of SW: _____ HW: _____	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Decals that you placed on Leased Vehicles/Equipment*	<input type="checkbox"/> YES*	<input type="checkbox"/> NO	<input type="checkbox"/> N/A

**\*If you have transporter decals placed on any containers, vehicles and/or equipment, these decals are inactive upon signature and must be removed immediately.**

Decals, cab cards and this complete form should be mailed to: **NJDEP, Planning and Licensing,**  
**401 E. State St., Mail Code: 401-02C, Trenton, New Jersey 08625-0420; Attn: CPCN Unit**